

## Meeting Minutes, 6-20-07

### Committee for Citizen Involvement

*CCI Members Present: Basil Christopher, Bev Froude, Sue Carver, Scott Libert*

*CCI Members Absent: Brian Kelly, Rex Caffall, Stacie Yost*

*Policy Interest Team Members: Tracey Blue, Mike Terrill, Dale Beach, Evelyn Beach*

*Staff Present: Marissa Daniels, Assistant Planner; Doreen Laughlin, Administrative Specialist II; Liz Newton, Assistant City Manager*

#### **Agenda Item**

#### **1. Welcome and Introductions:**

**/Basil Christopher/**

Chair Basil Christopher called the meeting to order at 6:30pm and asked those present to introduce themselves. This meeting included both the CCI and the Policy Interest Team for Citizen Involvement. There were some new people.

#### **2. Approval of Minutes:**

**/Basil Christopher/**

The minutes from the previous meeting were not complete. Duane Roberts will mail them out to the CCI for their review when he gets back from sick leave.

#### **3. Neighborhood Webpage Feedback/Use Guidelines:**

**/Liz Newton/**

Liz Newton, Assistant City Manager, gave an update on the neighborhood website “standards.” She distributed a flyer to the group entitled “Neighborhood Website Standards,” and chatted with the group about those standards.

Some of the information shared was:

- Standards regarding content provided by the City, and the fact that the information must be posted “as is.” It can be edited for length, but not content. The information posted should be factual, i.e. no editorials or opinions.
- No commercial advertising of any kind is allowed. (Neighborhood garage sales and school fundraisers are exceptions.)
- Announcements of neighborhood activities and events are allowed if they are open to all in the neighborhood.
- The comment, question, and opinion portion of the site must be identified as such.

- Listing of non-commercial community/government resources permitted, but limited to the organization's name, address, and web address or link.
- Photographs are allowed within certain guidelines.
- Links may be included to websites of non-commercial and community or government organizations and agencies.
- Content managers or site administrators may post website tips.
- Custom website sections are allowed to meet the unique information needs of a particular neighborhood. Appropriate content could include:
  - Neighborhood events
  - Clean ups
  - Updates on neighborhood issues.

Liz explained the neighborhoods will be responsible for their own webpage but the websites will be monitored by the City. There will be training provided to both neighborhood content managers, as well as site administrators. City Staff member in charge of communications graphic design, Nancy Lof, will provide this training. A mailing will go out to each of the three pilot neighborhoods to see if people are interested in being in charge of their own neighborhood webpage. Liz noted the City wants to allow as much freedom as possible, but there will be some limits as to the content. Content managers will sign an agreement stating they will abide by certain agreed upon standards. There are twelve neighborhoods so there will be a need for twelve people to take on the role of neighborhood content manager or site administrator. The hope is that some students will take responsibility for their own neighborhood webpage. She noted next year there's a strong possibility school credit will be offered to students taking on this task.

Information from the City that may be of interest to the neighborhood groups will be distributed. This information may *not* be edited for content, but editing for length is allowed. Liz noted the neighborhood pages would be separate from the City webpage. Editorial type pages are allowed but would need to be very clear that the page is opinion only, so it's not mistaken for City facts.

There was talk about the need for neighborhood steering committees to provide guidance relative to what the neighborhood is doing. The idea is to encourage emergency response training, neighborhood watches, neighborhood events, etc. There may be a neighborhood grant program, in which case a consensus about how to spend the grant money will be needed. Someone noted an FAQ (Frequently Asked Questions) page would be nice to have on the neighborhood web pages. A direct emailing will help spread the word as well. At a future meeting, Liz will bring the outreach plan and give a status report to the CCI.

**4. CCI Bylaws: At-Large Members:**  
**/Duane Roberts/**

Due to Duane's absence, this agenda item was deferred to the next meeting.

**5. Training Priorities & Length:**  
**/Duane Roberts/**

This agenda item was also deferred to the next meeting.

**6. Policy Interest Team (PIT) for Citizen Involvement:**  
**/Marissa Daniels/**

Marissa Daniels, Assistant Planner, thanked the new Policy Interest Team members for joining. Everyone was asked to state his or her name and why they had joined either the CCI or the Policy Interest Team. The general roles and responsibilities of Policy Interest Team members were explained. City staff will facilitate every PIT meeting and all the meetings will follow the same guidelines and have the same general agenda. She asked that everyone adhere to the following guidelines:

- Attend all meetings. If unable to attend, send comments to staff in advance of the meeting.
- Review material provided in advance of the meeting.
- Ask questions for information or clarification - not to challenge or intimidate.
- Consider all opinions as valid and worthy of respect.
- Be willing to learn, to compromise, and/or negotiate.
- Aim for a consensus that is fair and in the best interest of the community.

A complete meeting packet to those who needed it was distributed, and Marissa opened up the meeting for general comments regarding City policies on Citizen Involvement. It was noted that, as of this year, Tigard High School has a new requirement for their Civics class. Each student is required to participate in something having to do with the community. Some Tigard High students have already participated in City Council and/or Policy Interest Team meetings to fulfill this requirement.

The meeting continued with a time for some questions and comments. Some of those questions were - How can these policies stay current? How can we possibly know what will happen in 2027? The answer: There are various boards and committees, such as the CCI, to help keep things current. Someone noted the last time the Comprehensive Plan was updated there wasn't even an "Internet." Things had changed pretty drastically since then and it's likely things will drastically change in the future as well. Someone commented policies are really the "framework" and are not the day-to-day things. They are much more broad and basic. Someone else noted

they would like the City to inform the public of things upcoming in the City well ahead of time – perhaps a month or so before the event or action takes place (such as a meeting or perhaps road construction.) It was noted that with the Internet it's possible to quickly get information disseminated.

The question and comment time continued with lots of good input and participation from the CCI and PIT members until Marissa moved the meeting along to the “building block exercise.” At this point, Marissa referred to large printed posters hanging throughout the room on the walls. She explained to the group about the Comprehensive Plan Policy Building Blocks and noted that what was written were not specific policies but rather “building blocks.” She went to each poster and asked for comments on the policy principles and other building blocks (actions and results). She made notations on the posters whenever someone had a suggestion or comment. There were many different ideas and thoughts on the policies, and Marissa advised the group that she would combine the ideas and thoughts and come back later with her findings.

Chair Basil Christopher adjourned the meeting at 8:45pm.